



Employee Development

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1.0 POLICY

The purpose of this policy is to establish a policy, which allows the employees of Lee County the opportunity to pursue employee development during the regular business day.

2.0 DEFINITIONS

- 2.1 Employee Development:** County sponsored opportunities outside of the required work related training sessions.

3.0 PROCEDURE / RULE

Time spent at a work-related lecture, training session or special meeting during the normal work schedule which is required by the County or which is considered a regular part of the position will be considered as normal work time.

- 3.1** Employees may be allowed up to 2 hours of paid time per month to attend events that are sponsored for personal development, such as credit union meetings, "Committee for Lee Employee Wellness" meetings, employee health fairs, etc. Employees must notify their immediate supervisor in advance of their intention of attending an employee development opportunity. The supervisor will make every effort to arrange the employees' work schedules to allow participation. However, attendance may be denied if service to the public is disrupted.
- 3.2** Employees must show proof of attendance to their immediate supervisor after attending an employee development function.

4.0 APPENDIX / APPENDICES

None.